



**AGENDA FOR THE  
JUNEAU COUNTY BOARD OF SUPERVISORS MEETING  
COUNTY BOARD ROOM 200**

**September 20, 2016**

- \* 9:30 a.m.      Call to Order
- \* 9:35 a.m.      Roll Call
- Opening Prayer/Pledge of Allegiance
  
- \* 9:40 a.m.      Approve minutes of August 16, 2016 Meeting of the Juneau County Board of Supervisors
  
- \* 9:45 a.m.      Reappoint Roland Huebner & Walter Hoehn to Zoning & Wetlands Adjustment Board to 7/2019
  
- \* 9:45 a.m.      Why Juneau County Needs a New Building-Char Norberg, Scott Ethan, Barb Theis & Lori Chipman
  
- \* 9:50 a.m.      Resolution 16-60\*Approval and Authorization to Go Forward with Phase 2 of the New County Office Building Project
  
- \*10:10 a.m.      Resolution 16-61\*Commend Tim Andres for Twenty-eight Years of Service to Juneau County
  
- \*10:15 a.m.      Resolution 16-62\*Approval and Authorization (1) to Grant Full Health Insurance and Pension Benefits to the Juneau County Coroner and (2) to Allow the Coroner's Office to Purchase a Transportation Van for Death Investigations and Transportation of Decedents
  
- \*10:20 a.m.      Resolution 16-63\*Supporting Increased Funding in the Children and Family Aids Allocation
  
- \*10:25 a.m.      Resolution 16-64\*Approval of an Amendment to Section 8.3a in the Juneau County Personnel Policy, Regarding rules for Administration of Vacations
  
- \*10:35 a.m.      Ordinance 16-02\*Rescinding Ordinance No. 01-07, Ordinance No. 96-03, and Ordinance No 98.01 of the Juneau County Code of Ordinances; and Adopting Chapter 11A and Chapter 11B of the Juneau County Code of Ordinances
  
- \*10: 40 a.m.      Motion to Fill Position of Sheriff's Deputy in the Sheriff's Department

**\*Reports:**

Committee Reports:

Handouts: JCEDC, Juneau County Housing Discussion

\*These times are estimates only

Access to the handicapped will be provided. If special accommodations are needed, please notify the sponsoring committee by calling 847-9300 phone number. Attention: This notice must be posted on the bulletin board in the Courthouse prior to the meeting in order to conform with 19.83 and 19.84 Wis. Stats.

MEETING OF THE  
JUNEAU COUNTY BOARD OF SUPERVISORS  
September 20, 2016  
9:30 a.m.  
County Board Room

Called to order at 9:30 by Chairman Peterson

**Roll Call:** 19 present – Cottingham, Frei, Feldman, Granger, Jasinski, Kelley, Koca, Lally, Niles, Peterson, Robinson, Schneider, Seamans, Thomas, Waffle, Willard, Wilhorn, Zipperer, Zindorf,  
**Absent:** Larson, Wenum.

Thomas led the opening prayer followed by the Pledge of Allegiance.

Motion was made by Niles and seconded by Granger to approve the minutes of the August 16, 2016 County Board of Supervisors meeting. All in favor, 2 absent, Motion carried.

Judge Roemer introduced the County Board of Supervisors the new Register in Probate Terri Reynolds, Terri thanked Judge Roemer and the Board for their support and indicated that anyone should feel free to stop in.

Reappoint Roland Huebner and Walter Hoehn to Zoning and Wetlands Adjustment Board thru July 2019.

Discussion regarding, Why Juneau County Needs a New Building

**Char Norberg:** Lack of conference rooms, and lack of privacy and confidentiality (slide -show presentation)

**Scott Ethun:** Access for customers/clients, problems with department being separated into different building locations, and the need for Security and confidentiality.

**Barb Theis:** Better space efficiency, Security and confidentiality.

**Lori Chipman:** Gave an overview of financing of the new building and that they plan to keep the debt service levy as even as possible.

Resolution 16-60\* Approval and Authorization to Go Forward with Phase 2 of the New County Office Building Project.

Bill Divine gave an overview of the project, and the employee's and clients the building would accommodate.

Discussion: Jasinski, Cottingham, Willard

Motion by Willard and seconded by Cottingham to adopt. 19 ayes 2 absent: Larson, Wenum

Motion carried.

Resolution 16-61\* Commend Tim Andres for Twenty-eight Years of Service to Juneau County

Motion by Granger and seconded by Willard to adopt.

All in favor, Motion carried.

Resolution 16-62\* Approval and Authorization (1) to Grant Full Health Insurance and Pension Benefits to the Juneau County Coroner and (2) to allow the Coroner's Office to Purchase a Transportation van for Death Investigations and Transportation of Decedents.

Motion to table by Willard and seconded by Jasinski until the February 2017 meeting.

18 ayes, 1 nay: Peterson 2 absent: Larson, Wenum

Motion carried.

Resolution 16-63\* Supporting Increased Funding in the Children and Family Aids Allocation

Motion by Willard and seconded by Cottingham to adopt.

19 ayes 2 absent: Larson, Wenum Motion carried.

Resolution 16-64\* Approval of an Amendment to Section 8.3a in the Juneau County Personnel Policy, Regarding rules for Administration of Vacations.

Motion by Koca and seconded by Niles to adopt

17 ayes 2 abstain: Willard, Zindorf 2 absent: Larson, Wenum

Motion carried.

Ordinance 16-02\* Rescinding Ordinance No. 01-07, Ordinance No. 96-03, and Ordinance No. 98.01 of the Juneau County Code of Ordinances; and Adopting Chapter 11A and Chapter 11B of the Juneau County Code of Ordinances.

Motion by Granger and seconded by Wafle to adopt.

19 ayes 2 absent: Larson, Wenum Motion carried.

Motion by Willard and seconded by Granger to fill position of Sheriff's Deputy in the Sheriff's Department.

19 ayes 2 absent : Larson, Wenum

Motion carried.

Handouts:

JCEDC, Juneau County Housing Discussion

All reports are available for review in the County Clerk's Office during business hours.

The Budget Hearing will be on November 8, at 9:00 a.m. and County Board at 9:30 a.m. the same date. Flu Shots will be given before the start of the Budget Hearing on November 8, 2016.

Chairman Peterson indicated that the next meeting of the County Board will be October 18, 2016 at 9:30 a.m. in the County Board Room. The Executive Committee will meet on October 10, 2016, at 8:30 a.m. in the County Board Room.

10:50 a.m. Peterson requested a motion to adjourn. Motion to adjourn by Wilhorn, seconded by Jasinski

All in favor, Motion Carried

I certify the preceding to be accurate and a true account of the proceedings of the Juneau County Board of Supervisors meeting on September 20, 2016. Audio tape and details of the proceedings are available in the County Clerk's Office during business hours.



Kathleen Kobylski  
County Clerk

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



RESOLUTION No. 16-60

DATE: September 20, 2016

INTRODUCED BY: Executive Committee

**SYNOPSIS: Approval and Authorization to Go Forward with Phase 2 of the New County Office Building Project**

WHEREAS, the Executive Committee and the Building Security and Space Committee of the Juneau County Board of Supervisors have considered and approved going forward with Phase 2 of the project to construct a new county office building across Hickory Street from the current county office buildings, and both committees recommend to the full Juneau County Board of Supervisors that proceeding with Phase 2 also be approved by the entire Board; and

WHEREAS, Phase 2 of the project will entail all aspects of preparing for the commencement of the actual construction of the proposed facility, including completion of all architectural and engineering documents, requests for proposals, bidding documents, contract documents, contract administration, finalization of all project specifications, and itemization of actual costs of labor, materials and equipment for the project; and

WHEREAS, a report on finalization of Phase 1 of the project and an introduction to the nature and extent of Phase 2 were presented verbally to the County Board at its regular meeting on September 20, 2016, with the estimated cost to the County of completion of the entire project being as set forth generally as appears on the attached estimate of costs by the project construction manager, Devine, Inc.; and

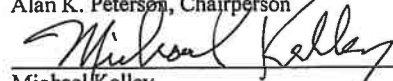
WHEREAS, the specific projected cost of Phase 2 of the project is noted at the bottom of the attachment as \$850,000, including the complete cost of purchasing the land for the project from the Mauston Redevelopment Authority and the City of Mauston;

NOW, THEREFORE, BE IT RESOLVED, that the Juneau County Board of Supervisors shall and hereby does approve and authorize the commencement and completion of Phase 2 of the continuing the process for construction of the new County office building.

INTRODUCED AND RECOMMENDED FOR ADOPTION ON SEPTEMBER 20, 2016.

## EXECUTIVE COMMITTEE

  
Alan K. Peterson, Chairperson

  
Michael Kelley

  
Edmund Wafle

Adopted by the County Board of Supervisors of  
Juneau County on September 20, 2016

  
Kathleen C. Kobylski, Juneau County Clerk

DEVINE INC.

JUNEAU COUNTY HEALTH & HUMAN SERVICE		02:18 PM	
			DIVISION
10	GENERAL REQUIREMENTS		1,009,000
20	SITEWORK		367,000
30	CONCRETE		1,240,000
40	MASONRY		411,000
50	METALS		1,255,000
60	WOODS AND PLASTICS		564,000
70	THERMAL & MOS. PROT.		350,000
80	DOORS AND WINDOWS		601,600
90	FINISHES		693,400
100	SPECIALTIES		31,000
110	EQUIPMENT		125,000
120	FURNISHINGS		455,000
130	LAND PURCHASE		350,000
150	MECHANICAL		1,130,000
160	ELECTRICAL		575,000
	CONTINGENCY		392,000
	Scope of Services		(35,000)
		Original Cost	9,514,000
	Phase 2		
	Architectural, Engineering, Bidding Documents		
	Contact Documents, Contract Administration,		
	C.M. Documents, C.M. Administration		885,000
	Scope of Services		(35,000)
	Revised Contract (Phase 2)		850,000

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



RESOLUTION: 16- 61

September 20, 2016

INTRODUCED BY: COUNTY BOARD OF SUPERVISORS

INTENT: COMMEND TIM ANDRES FOR TWENTY-EIGHT YEARS OF SERVICE TO JUNEAU COUNTY

WHEREAS, Tim Andres was employed with and served the Juneau County Sheriff Office from August 29, 1988 until his retirement on September 9, 2016.

WHEREAS, Detective Tim Andres worked in numerous positions throughout his tenure – including Tele-communicator, Jailer, Patrol and Detective;


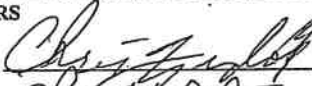
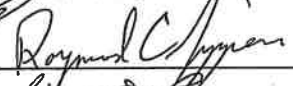
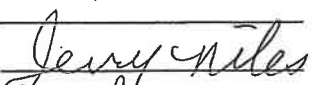
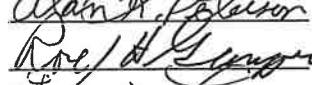
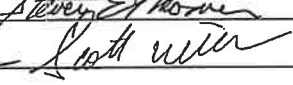
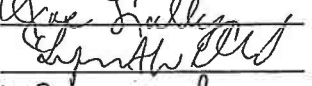
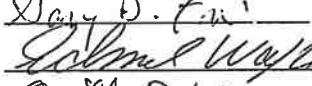


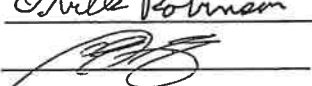





WHEREAS, Tim Andres, in his role as a Juneau County Detective primarily conducted investigations dealing with sexual assaults and crimes against children.

NOW, THEREFORE BE IT RESOLVED that the County Board of Supervisors for Juneau County go on record commending Tim Andres for his contributions to the citizens of Juneau County, and the Juneau County Board of Supervisors, and wish him the best in the future.

BE IT FURTHER RESOLVED that this commendation becomes a permanent record in the minutes of this meeting of the Juneau County Board of Supervisors, and a copy sent to the aforementioned Tim Andres.

INTRODUCED AND RECOMMENDED FOR ADOPTION this 20<sup>th</sup> of September, 2016

COUNTY BOARD OF SUPERVISORS

Adopted by the Juneau County Board of Supervisors  
this 20th day of September 2016.

Kathleen Kobylski, County Clerk

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



RESOLUTION No. 16-62

DATE: September 20, 2016

INTRODUCED BY: Executive Committee

**SYNOPSIS: Approval and Authorization (1) to Grant Full Health Insurance and Pension Benefits to the Juneau County Coroner and (2) to Allow the Coroner's Office to Purchase a Transportation Van for Death Investigations and Transportation of Decedents**

WHEREAS, the Juneau County Coroner has done an exemplary job of conducting quality death investigations, working with law enforcement agencies, clarifying office policies and procedures, ensuring the standards employed by the office are in compliance with current state law and any modifications or amendments thereof, modernizing and expanding coroner office functions as required and coordinating them with other state and county agencies; and

WHEREAS, in order to manage the affairs of the office and maintain its high standards, the Coroner routinely works long and sometimes unusual hours -- often exceeding those of standard full-time employment -- and has a high level of responsibility overall; and

WHEREAS, the Coroner has not been receiving the same full health insurance coverage or retirement benefits as other elected county officials receive, and there is no reason to withhold those benefits for the position of Juneau County Coroner; and

WHEREAS, there is a segregated non-lapsing account in the Coroner's office, established years ago in accord with State guidelines for the purpose of funding equipment, training, and other specific needs of the office, which is funded by Death Certificate Signing Fees and one-third of the Cremation Fees received by the office and currently contains a balance in excess of \$50,000, and there is a need for the Coroner's office to have a properly equipped transportation van for conducting investigations and transporting decedents; and

WHEREAS, there is a competent van available for purchase with proper transportation equipment and responder lights at a cost of approximately \$25,000; and

WHEREAS, use of the van for transportation to the University of Wisconsin Hospital in Madison for autopsies or to Mile Bluff Medical Center in Mauston, instead of paying funeral homes for such transportation services, will save the County over \$20,000 per year;

NOW, THEREFORE, BE IT RESOLVED, that the Juneau County Board of Supervisors shall and hereby does approve and authorize granting full health insurance benefits and full pension benefits based upon the Coroner's actual pay, effective as of October 1, 2016, and continuing thereafter; and

BE IT FURTHER RESOLVED, that the Juneau County Board of Supervisors shall and hereby does approve and authorize the Coroner's office to purchase the above-described transportation van from funds in the Coroner's non-lapsing account maintained for such purchases.

INTRODUCED AND RECOMMENDED FOR ADOPTION ON SEPTEMBER 20, 2016.

EXECUTIVE COMMITTEE

\_\_\_\_\_  
Alan K. Peterson, Chairperson

\_\_\_\_\_  
Michael Kelley

\_\_\_\_\_  
Edmund Wafle

Adopted by the County Board of Supervisors of  
Juneau County on September 20, 2016

\_\_\_\_\_  
Kathleen C. Kobylski, Juneau County Clerk

Motion by Willard and seconded by Jasinski to table until the February  
2017 meeting. 18 ayes, 1 nay: Peterson  
2 absent: Larson, Wenum

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



**RESOLUTION No. 16-63**

**DATE: September 20, 2016**

**INTRODUCED BY: Executive Committee**

**SYNOPSIS: Supporting Increased Funding in the Children and Family Aids Allocation**

**WHEREAS**, the Department of Children and Families provides funding to counties through the Children and Family Aids allocation for the provision of child abuse and neglect services, including prevention, investigation, treatment, and out-of-home placement costs; and

**WHEREAS**, base funding for child welfare services has not increased since the Department of Children and Families was created in 2009; and

**WHEREAS**, over the past few years, the child welfare workload has increased in all counties across the state; and

**WHEREAS**, the number of child protective services (CPS) referrals has increased by 30 percent since 2007 – from 55,895 referrals in 2007 to 72,698 in 2014, and in Juneau County referrals have gone from 164 in 2010 to 408 referrals in 2015; and

**WHEREAS**, the number of children in out-of-home care has increased from 7,653 in 2011 to 8,258 in 2015, and Juneau County has seen a significant increase in children placed in Out of Home Care; and

**WHEREAS**, the number of screened-in CPS reports has increased from 18,706 in 2011 to 20,384 in 2015, and Juneau County had 93 screened-in reports in 2010 and 211 investigated referrals in 2014; and

**WHEREAS**, the number of Children in Need of Protection and Services (CHIPS) petitions filed with the court has increased 12.5 percent from 2008 to 2015, and Juneau County had 6 petitions filed in 2010 and 143 petitions filed in 2014; and

**WHEREAS**, counties are struggling to recruit and retain child welfare workers, and Juneau County has had a great deal of difficulty recruiting good CPS workers in the past 4 years; and

**WHEREAS**, the stress of increasing caseloads is taking its toll on CPS workers, causing many experienced child welfare workers to leave the profession, and Juneau County has a very young staff with limited experience due to staff turnover in this very stressful work; and

**WHEREAS**, the leading cause of these increases is the use of heroin, opiates, and methamphetamines; and Juneau County has seen a significant increase in alcohol and drug addiction with parents. Seventy percent (70%) of children removed from parental homes is due to some form of substance abuse; and

**WHEREAS**, it is critical that counties have the resources necessary to ensure the safety of children in every corner of the state; and Juneau County continues to struggle in adequately serving families with challenges; and

**WHEREAS**, counties are struggling to identify resources to increase child welfare staff, especially given the significant overmatch counties already put in the human services system.

**NOW, THEREFORE, BE IT RESOLVED**, that the Juneau County Board of Supervisors shall and hereby does request that the state of Wisconsin, in its 2017-19 state biennial budget, increase funding to counties in the Children and Family Aids allocation to assist counties in serving the increasing number of children and families in the child welfare system; and



BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Scott Walker, Department of Children and Families Secretary Eloise Anderson, Department of Administration Secretary Scott Neitzel, area legislators, and the Wisconsin Counties Association.

INTRODUCED AND RECOMMENDED FOR ADOPTION ON SEPTEMBER 20, 2016.

**EXECUTIVE COMMITTEE**

  
Alan K. Peterson, Chairperson

  
Michael Kelley

  
Edmund Wafle

Adopted by the County Board of Supervisors of  
Juneau County on September 20, 2016.

  
Kathleen C. Kobylski, Juneau County Clerk

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



RESOLUTION No. 16 – 64

DATE: September 20, 2016

INTRODUCED BY: Personnel & Insurance Committee

SYNOPSIS: Approval of an Amendment to Section 8.3a in the Juneau County Personnel Policy,  
Regarding Rules for Administration of Vacations

WHEREAS, the Personnel & Insurance Committee has determined that there is a need to amend paragraph 5. in Section 8.3a on page 33 of the Juneau County Personnel Policy, entitled "Rules for Administration of Vacations," to clarify ambiguities and to clearly set forth the current policy as determined by the Committee with regard to the role of seniority in vacation priorities; and

WHEREAS, the new language of paragraph 5, as proposed by the Committee, is set forth in its entirety below in the body of this Resolution, and the Committee requests that the Juneau County Board of Supervisors adopt the proposed amendment forthwith;

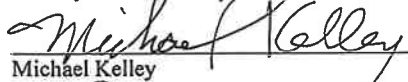
NOW, THEREFORE, BE IT RESOLVED, that the Juneau County Board of Supervisors shall and hereby does approve, authorize, and adopt the following amended paragraph 5 in § 8.3a on page 33 of the Juneau County Personnel Policy, which shall replace in its entirety the contents of that paragraph of that section as presently set forth therein:

"5. Employees will have the opportunity to select days off at the beginning of the year, and seniority shall prevail in granting vacations when too many employees desire vacation at the same time. After the annual initial selection process has been conducted, vacation requests will be granted on a first come, first served basis. If too many individuals request time off for the same date at the same time, seniority will prevail, provided, however, that an employee who would lose accumulated vacation if it not used will receive priority over a more senior employee."

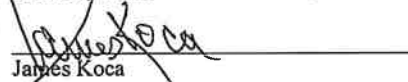
INTRODUCED AND RECOMMENDED FOR ADOPTION ON SEPTEMBER 20, 2016.

PERSONNEL & INSURANCE COMMITTEE:

Beverly Larson, Chairperson

  
Michael Kelley

  
Edmund Wafle

  
James Koca

Adopted by the County Board of Supervisors of Juneau County  
on September 20, 2016.

  
Kathleen C. Kobylski, Juneau County Clerk

# Juneau County Board of Supervisors

Courthouse, 220 East State Street  
Mauston, Wisconsin 53948



**ORDINANCE No. 16 – 02**

**DATE: September 20, 2016**

**INTRODUCED BY: Public Peace & Good Order Committee**

**SYNOPSIS: Rescinding Ordinance No. 01-07, Ordinance No. 96-03, and Ordinance No. 98-01 of the Juneau County Code of Ordinances; and Adopting Chapter 11A and Chapter 11B of the Juneau County Code of Ordinances**

**WHEREAS**, the Juneau County Board of Supervisors adopted Resolution No. 16-55 on August 16, 2016, authorizing the dissolution of the South Central Wisconsin Environmental Health Consortium which was comprised of Juneau, Sauk and Adams Counties, and it is now in the best interests of Juneau County to enter into a contractual relationship with the Wood County Health Department for environmental health staff necessary to fulfill some of the services previously provided by Sauk County in the old consortium and to provided services necessary in the best interest of the citizens of Juneau County in light of substantial changes in state law transferring authority and responsibility for important health services from the Wisconsin Department of Health Services to the Wisconsin Department of Agriculture, Trade, and Consumer Protection; and

**WHEREAS**, the Juneau County Health Department, Juneau County Health Officer Barbara Theis, and the Juneau County Board of Health have determined that it is in the best interests of the citizens of Juneau County to enact two new comprehensive ordinances: the proposed Chapter 11A of the Juneau County Code of Ordinances (the "Public Food Safety Ordinance"), a true copy of which containing 6 pages is attached hereto, and also the proposed Chapter 11B of the Juneau County Code of Ordinances (the "Public Health Ordinance"), a true copy of which containing 8 pages is attached hereto; and

**WHEREAS**, those two new ordinances contain provisions which supersede and replace the old provisions of the following three existing ordinances currently in the Juneau County Code of Ordinances: Ordinance No. 01-07, Ordinance No. 96-03, and Ordinance No. 98-01; and

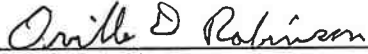
**WHEREAS**, the Public Peace & Good Order Committee held a public hearing in open session regarding the proposed two new ordinances on August 18, 2016, and no one appeared in opposition thereto;


**NOW, THEREFORE, BE IT ORDAINED**, that the Juneau County Board of Supervisors shall and hereby does (1) rescind in their entirety Ordinance No. 01-07, Ordinance No. 96-03, and Ordinance No. 98-01 in the Juneau County Code of Ordinances, (2) adopt, effective upon publication, the attached Chapter 11A of the Juneau County Ordinances in its entirety, to be known as the Juneau County Food Safety Ordinance, and (3) adopt, effective upon publication, the attached Chapter 11B of the Juneau County Ordinances in its entirety, to be known as the Juneau County Public Health Ordinance.

**INTRODUCED AND RECOMMENDED FOR ADOPTION ON SEPTEMBER 20, 2016.**

PUBLIC PEACE & GOOD ORDER COMMITTEE

  
Roy Granger, Chairperson

  
Orville D. Robinson

  
Ken Schneider

Adopted by the County Board of Supervisors of  
Juneau County on September 20, 2016.

  
Kathleen C. Kobylski, Juneau County Clerk

**JUNEAU COUNTY ORDINANCE 11B  
JUNEAU COUNTY PUBLIC HEALTH ORDINANCE**

**SECTION 1--GENERAL PROVISIONS**

**CHAPTER 11B.01 TITLE.**

This ordinance shall be referred to as the Juneau County Public Health Ordinance.

**CHAPTER 11B.02 ADMINISTRATION.**

This ordinance shall be administered by the Board of Health and its authorized representatives, in cooperation with the appropriate state agencies.

**CHAPTER 11B.03 INTERPRETATION.**

The provisions of this ordinance shall be held to be minimum requirements, and shall not be deemed a limitation or repeal of any power granted by law.

**CHAPTER 11B.04 AUTHORITY.**

This ordinance is adopted pursuant to the authority granted by law including Sections 59.70, 59.54, 66.0119 and 66.0417, 93, 97, 101.935, 250, 251, 252, 254, 463 and 823, Wisconsin State Statutes, and as further updated or modified by the Wisconsin State Legislature.

**CHAPTER 11B.05 PURPOSE.**

The purpose of this ordinance is to protect the public health, safety, environment and general welfare of the people of Juneau County.

**CHAPTER 11B.06 VALIDITY.**

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

**CHAPTER 11B.07 DEFINITIONS**

- 1) BOARD OF HEALTH - Refers to the Juneau County Board of Health and its authorized representatives.
- 2) COUNTY - Refers to Juneau County, Wisconsin.
- 3) DEPARTMENT - Refers to the Juneau County Health Department and its employees.
- 4) HEALTH HAZARD - Health Hazard means a substance, activity or condition that is known to have the potential to cause acute or chronic illness, to endanger life, to generate or spread infectious diseases, or to cause a negative impact on the health of the public.

Health Hazards include the following:

- A. All decayed or unwholesome food offered for sale to the public.
- B. All diseased animals with the potential for transmission of disease to humans.
- C. Carcasses of dead animals not buried, properly composted, or disposed of using an approved disposal method within 24 hours after death.
- D. Accumulations of manure, rubbish, garbage, refuse and human and industrial or noxious or offensive waste, except the normal storage on a farm of manure for agricultural purposes.
- E. Privy vaults or garbage cans which are not fly-tight.
- F. The pollution of any well, groundwater aquifer, or body of water by sewage or industrial wastes, fertilizers and toxic pesticides, or other substances harmful to human beings.
- G. Dense smoke, noxious fumes or odors, gas and soot, or cinders in unreasonable quantities, or the presence of any gas, vapor, fume, smoke, dust, toxic pesticides by drift or overspray, or any other toxic substance on, in or emitted from the equipment of any premises in quantities sufficient to be toxic, harmful or injurious to the health of any employee or to any premises, occupant, or to any other Person.
- H. All infestations of vermin that may be involved in the transmission of communicable disease, and infestations of pests of significant public health importance.
- I. The keeping of animals or fowl in close proximity to residences, schools, hospitals, public or semi-public buildings, playgrounds, parks, and other public places, except pet cats and dogs, animals in public or Licensed zoos, farm animals on farms and any animals or fowl in laboratories.
- J. To rent, lease, or use quarters for human habitation, which are declared unfit for human habitation by the Department. For the purpose of this document, "unfit for

human habitation" includes, but is not limited to meaning lacking potable water, a properly designed and functioning waste water disposal system, or an adequate and functioning heating system.

- K. All other acts, practices, conduct, businesses, occupations, callings, trades, uses of property, and all other things detrimental to the health of the inhabitants of Juneau County, Wisconsin.
- 5) PERMIT/LICENSE - The terms "Permit" and "License" are synonymous and used interchangeably. Both refer to a document issued by the Juneau County Health Department and its authorized representatives to allow the operation of a Public Facility.
- 6) PERSON - Any individual, firm, institution, corporation, society, or other entity.
- 7) PUBLIC FACILITY -Any facility used by the public that requires a Permit under this ordinance or a state code adopted by reference. "Public Facility or Establishment" means any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this legislation.

## SECTION 2. ADMINISTRATION.

### CHAPTER 11B.08 DUTIES AND POWERS OF THE DEPARTMENT.

- A. To ensure compliance to the purpose of this ordinance and applicable laws.
- B. To issue and deny Licenses in compliance with this ordinance.
- C. To maintain records of Public Facilities, inspections made, and other official actions.
- D. To enforce the provisions of this ordinance and applicable laws.
- E. To enter any structure or premise, during reasonable hours, to perform inspections to determine compliance with this ordinance. In the event that an owner or occupant, or user, a person with authority, or mortgage holder refuses entry, an inspection warrant under Sec. 66.0119 Wisconsin Statutes may be obtained.
- F. To order abatement or correction of any human Health Hazards. In the event the Person made an unsuccessful personal attempt to abate the Health Hazard, the Department may order the Person to hire a licensed or certified professional to do so.
- G. To License any Public Facility as provided in this ordinance.
- H. To prohibit the use of a Public Facility, until it has been inspected and a License issued.

- I. To revoke or suspend the License of a Public Facility which has been determined to present a potential for a Health Hazard, or is in non-compliance with this ordinance.
- J. Any action authorized under law to insure compliance with the purpose of this ordinance.
- K. To deny a License to anyone who hinders the inspection of a facility or fails to pay a License or inspection fee.

### **SECTION 3. ENFORCEMENT.**

#### **CHAPTER 11B.09 ORDERS.**

When a violation of this ordinance occurs, the Department may issue a written order. The order shall specify the violation, the steps to abate the violation, and a time period ranging from immediate steps to protect the public, to up to 30 days for abatement.

#### **CHAPTER 11B.10 NON-COMPLIANCE WITH ORDER.**

If a Person does not comply with an order of the Department or Board of Health, the Person may be subject to one or more of the following actions:

- A. Initiation of legal action seeking a court imposed forfeiture and/or imprisonment.
- B. Initiation of legal action seeking injunctive relief to abate the violation and/or correct the damage created by the violation.
- C. Suspension or revocation of a County-issued Permit.
- D. Any other action authorized by applicable laws as deemed necessary by the Department or Board of Health.

#### **CHAPTER 11B.11 INITIATION OF LEGAL ACTION.**

Legal action, when requested by the Board of Health shall be initiated by the Juneau County Corporation Counsel, or referred to the Juneau County District Attorney.

### **SECTION 4. FINES AND PENALTIES.**

#### **CHAPTER 11B.12 FORFEITURE.**

Any PERSON who maintains a Health Hazard as declared in this Ordinance or who



violates any of the provisions in this Ordinance, as specifically set forth herein or as incorporated herein by reference, shall forfeit not less than \$100.00 and not more than \$1000.00 for each violation. Each day that a violation exists shall constitute a separate offense.

#### **SECTION 5. DEPARTMENT FEES**

##### **CHAPTER 11B.13 FEE REVIEW**

The Juneau County Board of Health shall review and set Department fees.

#### **SECTION 6. ADOPTION OF WISCONSIN ADMINISTRATIVE CODES**

It is the intention of the Juneau County Board of Health and the Department that any changes to and renumbering of the adopted provisions are similarly adopted by Juneau County.

##### **CHAPTER 11B.14 PUBLIC SWIMMING POOLS AND WATER ATTRACTIONS.**

- 1) Chapter SPS 390, WI Adm. Code, entitled "Design and Construction of Public Swimming Pools and Water Attractions" and Chapter ATPCP 76, WI Adm. Code, entitled "Chapter ATPCP 76 Safety, Maintenance and Operation of Public Pools and Water Attractions" are hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.97.615 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

##### **CHAPTER 11B.15 RECREATIONAL AND EDUCATIONAL CAMPS.**

- 1) Chapter ATPCP 78, WI Adm. Code, entitled "Chapter ATPCP 78 Recreational and Educational Camps", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.97.615 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 11B.16 MANUFACTURED HOME COMMUNITIES.**

- 1) Chapter SPS 326 WI Adm. Code, entitled "Chapter SPS 326 Manufactured Home Communities", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.101.935 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 11B.17 CAMPGROUNDS.**

- 1) Chapter ATCP 79, WI Adm. Code entitled "Chapter ATCP 79 Campgrounds", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.97.615 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License

#### **CHAPTER 11B.18 HOTELS, MOTELS, TOURIST ROOMING HOUSES.**

- 1) Chapter ATCP 72, WI Adm. Code, entitled "Chapter ATCP 72 Hotels, Motels, and Tourist Rooming Houses", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under 97.615 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 11B.19 BED AND BREAKFAST ESTABLISHMENTS.**

- 1) Chapter ATCP 73, WI Adm. Code, entitled "ATCP 73 Bed and Breakfast

Establishments" is hereby adopted by reference.

- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.97.615 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 11B.20 TATTOOING AND BODY PIERCING.**

- 1) Chapter SPS 221, WI Adm. Code, Entitled "Chapter SPS 221 Tattooing and Body Piercing," is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) Any other activity, such as branding, scarification, micro dermal anchors, or implantation; that does not fall under the definition of tattooing or body piercing, is prohibited unless performed by a licensed physician.
- 4) If any city or village becomes an agent under s. 463.16 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 5) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 11B.21 RETAIL FOOD ESTABLISHMENTS.**

- 1) Chapter ATP 75 and ATP 75 Appendix A—Wisconsin Food Code, Wis. Adm. Code, entitled "Retail Food Establishments," are hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation
- 3) If any city or village becomes an agent under s. 97.41 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

**SECTION 7. ADOPTION OF U.S. PUBLIC HEALTH SERVICE 2013 FDA FOOD CODE**

**CHAPTER 11B.22 2013 FDA Food Code**

- 1) Section 8-5 of the U.S. Public Health Service 2013 FDA Food Code "Prevention of Foodborne Disease Transmission by Employees" is hereby adopted by reference.

**JUNEAU COUNTY ORDINANCE CHAPTER 11A  
PUBLIC FOOD SAFETY ORDINANCE**

**SECTION 1. GENERAL PROVISIONS**

**CHAPTER 11A.01 PURPOSE.**

This ordinance shall be applied to promote its underlying purpose of protecting the public health.

**CHAPTER 11A.02 SCOPE OF REGULATIONS**

1. **APPLICABILITY.** The provisions of this ordinance shall apply to any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this regulation. These provisions apply to any temporary food stand or traveling mobile food service that sells or serves food to the public whether they are exempt from licensing, or are a licensed vendor.
2. **WISCONSIN ADMINISTRATIVE CODE PROVISIONS** The provisions of Chapter ATPC 75 and ATPC 75 Appendix A – Wisconsin Food Code of the Wisconsin Administrative Code, as hereby constituted or as hereafter amended are made a part of this chapter as if set forth here in detail.

**CHAPTER 11A.03 DEFINITIONS.**

1. **BOARD OF HEALTH** shall mean the Juneau County Board of Health and its authorized representatives.
2. **DEPARTMENT** shall mean the Juneau County Health Department and its Employees.
3. **EMPLOYEE** shall mean a person working in a Food Establishment who transports Food or Food containers; who engages in Food preparation or service or who come in contact with any Food or beverage, Food utensils, containers or equipment.
4. **FOOD** a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
5. **FOOD ESTABLISHMENT** shall mean any place where Food is prepared and intended for individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the Food. The term includes restaurants, retail Food Establishments, any place where food is stored or held for sale, or any vehicle used to transport or hold foods in commerce, temporary food establishments, mobile restaurants, mobile retail Food Establishments and delicatessen-

type operations that prepare sandwiches intended for individual portion service and people doing catering work for profit. The term does not include private homes when the Food is prepared or served for individual family consumption, Food vending machine locations and vending supply vehicles.

**6. HEALTH HAZARD**

Health Hazard means a substance, activity or condition that is known to have the potential to cause acute or chronic illness, to endanger life, to generate or spread infectious diseases, or to cause a negative impact on the health of the public.

**7. HEALTH OFFICER** shall mean the Health Officer of Juneau County and his/her authorized agents.

**8. PERMIT or LICENSE** shall mean a County of Juneau Operator's Permit; and shall include Permits issued to any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this regulation. These include full service restaurant Permits, pre-packaged restaurant Permits, mobile restaurant Permit, and mobile retail Food Establishment and temporary restaurant Permits and retail Food Establishments as defined by CHAPTER ATCP 75, Wisconsin Statute Chapter 97, and Wisconsin Statute Chapter 93. The terms "Permit" and "License" are synonymous.

**9. POTENTIALLY HAZARDOUS FOOD (Time/Temperature Control for Safety Food)** means a food that is natural or synthetic and that requires time/temperature control for safety (TCS) because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or the production of toxins, the growth and toxin production of *Clostridium botulinum*, or in raw shell eggs, the growth of *Salmonella Enteritidis*. Potentially Hazardous Foods include a food of animal origin that is raw or heat-treated, a heat-treated food of plant origin or consists of raw seed sprouts; cut melons; cut tomatoes; cut leafy greens; and garlic-in-oil mixtures not modified to prevent toxigenic growth; meringues, cream or custard pies, whipped cream, etc. Potentially Hazardous Foods do not include cakes, cookies, bars, candies, bread, or foods that do not support the growth of microorganisms (aw value of .85 or less, or pH of 4.6 or below).

## **SECTION 2. FOOD ESTABLISHMENT LICENSES**

### **CHAPTER 11A.04 LICENSING**

#### **1. GENERAL**

- A. No person shall operate a Food Establishment within Juneau County who does not have a valid License issued to him by the Department, unless otherwise exempted in this ordinance.

- B. Only a person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.
- C. Licenses are not transferable.
- D. A valid License shall be posted in every Food Establishment.
- E. The Department may deny a License to anyone who hinders the inspection of a facility or fails to pay a license or inspection fee.

## 2. APPLICATION

- A. Applications for a License shall be made upon such forms supplied and prescribed by the Department.
- B. Prior to approval of an application for a License, the Department shall inspect the establishment to determine compliance with the requirements of this ordinance, and applicable license fees must be paid.

## 3. EXCEPTIONS TO LICENSE REQUIREMENTS

- A. "Bake sales". Items which are not Potentially Hazardous such as candies, cakes, and cookies sold by non-profit organizations for fund raising projects may be sold without a License.
- B. Food and beverages sold or served by non-profit organizations, or as otherwise authorized by law, to the general public are exempted from this ordinance, provided that such service does not exceed three (3) days per year. Coffee and doughnut hours at churches are exempt from this ordinance. All food service whether licensed or exempt from licensing must comply with ATCP 75-Appendix A Wisconsin Food Code.
- C. Rabbits, Eggs and Poultry sold directly from a farm; fruits and vegetables, honey and maple syrup (not sold wholesale) are exempt from licensing under this ordinance.

## 4. INSPECTION

- A. All licensed restaurants and retail food establishments will be inspected at least annually by Juneau County Health Department and the authorized representatives. The inspection report will list violations of the applicable administrative code, or Wisconsin Food Code, code citation, and corrective action required. If a CDC risk factor violation cannot be corrected on site or if there are repeat violations during 3 consecutive inspections, a re-inspection will be scheduled. Food Establishments with a re-inspection will be required to increase active managerial control by

engaging in a long term risk control plan for the establishment. The operator will utilize Standard Operating Procedures, menu modifications, buyer specifications, or suppliers utilizing a HACCP plan in their processes, to ensure the safety of their food products.

- B. Temporary restaurants, mobile restaurants, and mobile retail Food Establishments are subject to inspection and licensing. If these establishments are inspected but not licensed, an inspection fee may be charged per WI Statute 66.0628.

#### **CHAPTER 11A.05 SUSPENSION AND REVOCATION OF LICENSES**

##### **1. SUSPENSION**

- A. The Health Officer may without warning, notice or hearing suspend the License if the holder does not comply with the requirements of this ordinance or if the operation of the establishment otherwise constitutes a Health Hazard. When a License is suspended, Food service operations shall immediately cease. Whenever a License is suspended, the holder shall be afforded an opportunity for a hearing before the Board of Health within twenty (20) days of receipt, by the Health Officer, of a written request for a hearing.
- B. Whenever a License is suspended, the holder or his/her agent in charge shall be notified in writing that the License is, upon service of the notice, immediately suspended and that an opportunity for hearing will be provided if a written request for hearing is filed with the Department by the holder of the License within ten (10) days. If no written request for hearing is filed within ten (10) days, the suspension is sustained. The Department may end the suspension at any time if reasons for suspension no longer exist.

##### **2. REVOCATION OF LICENSE.**

- A. The Department may, after providing opportunity for hearing, revoke a License for serious or repeated violations of any of the requirements of this ordinance or for interference with the Department in the performance of its responsibilities.
- B. Prior to revocation, the Department shall notify, in writing, the holder of the License or his/her agent in charge of the specific reason(s) for which the License is to be revoked and that the License be revoked at the end of the ten (10) days following service of such notice unless a written request for hearing is filed with the Department by the holder of the License within such ten (10) day period. If no request for hearing is filed within the ten (10) day period, the revocation of the License becomes final.

##### **3. SERVICES OF NOTICE**

A notice provided for in this ordinance is properly served when it is delivered to the



holder of the License, or his/her agent in charge, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the holder of the License. A copy of the notice shall be filed in the records of the Licensed establishment.

#### **4. HEARINGS**

The hearings provided for in this ordinance shall be conducted by the Board of Health or its designee at a time and place designated by it. The Board of Health shall make a final finding based upon the complete hearing record and shall sustain, modify or rescind any notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the holder of the License by the Board of Health. A decision made by the Board of Health may be appealed to Juneau County Circuit Court.

#### **5. APPLICATION AFTER REVOCATION**

Whenever a revocation of a License has become final, the holder of the revoked License may make written application for a new License.

### **SECTION 3. ENFORCEMENT**

#### **CHAPTER 11A.06 ENFORCEMENT PROCEDURES**

##### **1. INSPECTION PROCEDURES AND ENFORCEMENT POLICY**

The Juneau County Health Department and its authorized representatives shall follow the Licensing and Inspection Policy and Procedure as adopted and amended. This policy applies to restaurants and retail food establishments.

##### **2. ACCESS**

Representatives of the Department, after proper identification, shall be permitted to enter any Food Establishment at any reasonable time for the purpose of making inspections to determine compliance with this regulation.

##### **3. PROCEDURE WHEN INFECTIOUS OR TOXIC SUBSTANCE IS SUSPECTED**

Food may be collected for analysis, and Food preparation premises may be inspected by the Department as often as necessary for enforcement of this ordinance.

The Department may, upon written notice to the owner or his/her agent in charge, specify the reasons therefore, and place a hold order on any Food, which it reasonably believes is in violation of any section of this regulation. The Department shall tag, label, or otherwise identify any Food subject to the hold order. No Food subject to a hold order shall be used, served, or moved from the establishment. The Department shall permit storage of the Food under conditions specified in the hold order unless storage is not possible without risk to the public health in which case destruction shall be ordered and accomplished. The hold order shall state that a request for hearing may be filed within ten (10) days and that if

no hearing is requested the Food shall be held for a period of 14 days from the date of delivery of the hold order, pursuant to Section 97.12(2)(a) of the Wisconsin Statutes. The hold order may be extended an additional 14 days if necessary to complete the analysis or examination of the food. If a request for hearing is received, the hearing shall be held within twenty (20) days after receipt of the request. On the basis of evidence produced at the hearing, the hold order may be vacated, or the owner or person in charge of the Food may be directed by written order to denature or destroy such Food or to bring it into compliance with the provision of this ordinance.

#### **SECTION 4. MISCELLANEOUS PROVISIONS**

##### **CHAPTER 11A.07 PENALTIES AND CONSTITUTIONALITY**

1. **PENALTIES.** Any person who violates any provision of this ordinance shall forfeit not less than \$100.00 or more than \$1000.00. Each and every violation of the provisions of this ordinance shall constitute a separate offense. Each day a violation exists shall constitute a separate offense.
2. **CONSTITUTIONALITY** Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder shall not be affected thereby.

**THESE REGULATIONS SHALL BE EFFECTIVE UPON PASSAGE  
AND PUBLICATION AS PROVIDED BY LAW.**

## **JUNEAU COUNTY**

### **REPORT ON PERSONNEL/INSURANCE COMMITTEE REVIEW OF VACANT POSITIONS**

The Personnel Committee is required by County ordinance to review every vacant position to determine whether the position needs to be filled. The position cannot be refilled unless the County Board adopts a motion authorizing the filling of the vacancy.

Position	Department	Class Grade		Reason for vacancy
Sheriff's Deputy	Sheriff	WPPA Appendix A	\$22.5646 - \$25.5220	Resignation

The Board will consider the Personnel/Insurance Committee's recommendation one position at a time.

On September 20, 2016 the Personnel Committee made a motion to take above positions to County Board and to recommend filling said position.